



December 15, 2022

NOTICE TO DEALERS IN MARKERS, PLAQUES, SIGNS AND TRAFFIC CONTROL DEVICES:

DUE DATE & WHERE

Sealed, signed bids are invited and will be received by the City of Jackson, Mississippi, until 3:30 P.M. in the City Clerk's Office. **The bid must be stamped in by 3:30 P.M., Tuesday, January 3, 2023**, at which time said bids, will be publicly opened at the City Hall located at 219 S. President Street, Jackson, MS 39201 for the following:

Eighteen--Month Supply of Aluminum Sign Blanks

Term: February 1, 2023 through August 31, 2024

See attached Specifications/Descriptions

SPECIFICATION QUESTIONS

For additional information regarding specifications contact: Nathan Lighter or Victoria Okafor, Traffic Engineering Division, Department of Public Works at (601) 960-1761; (601) 960-1759.

EBO REQUIRED

The City of Jackson is committed to the principle of non-discrimination in Public Purchasing. It is the policy of the City of Jackson to promote full and equal business opportunities for all persons doing business with the City. As a pre-condition to selection, each contractor, bidder or offer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application, with each bid submission in accordance with the provisions set forth by the authority of the City of Jackson's EBO Ordinance. Failure to comply with the City's EBO Ordinance shall disqualify a contractor, bidder or offer, from being awarded an eligible contract. For more information on the City EBO Program, please contact the Office of Economic Development at (601) 960-1638. Copies of the EBO Ordinance, EBO Plan Application and a copy of the EBO Program are available with the Office of Economic Development at 200 South President Street, Second Floor, Jackson, Mississippi.

BID PACKAGE REQUEST

Bid Package with specifications may be secured from the City of Jackson's website at www.jacksonms.gov, or the Purchasing Division located in the Warren Hood Building, 200 South President Street, Room 604, Jackson, MS 39201, Phone no. (601) 960-1025.

SUBMITTING A BID AND NOTES

1. You are required to submit three (3) copies: one (1) original and two (2) copies to include: **(proposal form), (completed EBO application)** and any additional information you submit: e.g. (warranty, research data sheets, booklets, pamphlets, etc) or your bid will be considered non-responsive.
2. **Your completed and signed proposal pricing section must be returned along with all required/mandatory documents:** e.g. (bids with multiple sections, parts, pages and/or a check list).
3. Your bid price(s) must be submitted on the proposal form provided by the City unless otherwise instructed
4. Do not return the instruction and specification section with your proposal forms. Retain these documents for your files. (Only return, required warranty, detail check-off list and equipment documents.)
5. Proposal Forms must be legibly handwritten or typed; if not, they will be considered non-responsive. All errors or corrections must be crossed out and changes must be printed in ink or typewritten. All changes must be initialed in ink by the representative signing the bid.
6. The unit price will always govern in determining the extended price or the total. **Please, review your price(s) carefully before submitting your bid.** No bid shall be altered or amended after the specified time for bid opening or once delivered.
7. **The (manufacturer's name) and (model number) must be stated when required for each item.** Any item without this information may not be considered.

ALTERNATIVE BIDS AND NOTES

8. Alternate bids are not acceptable, unless submitted in a separate sealed envelope. Do not submit prices for more than one product or the same product per item. Only one product, size and price per bid item as specified in the bid package.
9. Alternate bids may be submitted but not necessarily accepted by the City. The City reserves the right to determine whether an alternative bid offered is equivalent to and meets the standards and/or specifications stated. **Alternative bids must be submitted on the bid proposal form furnished by the City of Jackson, (include any additional required copies).** Otherwise, the bids will not be considered.
10. **Any bid received with limiting or conditional requirements will automatically be deemed non-responsive.**

Example:
 1. All or none
 2. All items must be ordered at the same time.
 3. Specified amount to be ordered.
 4. No notation or other packaging pricing below the submitted price.
11. Bid openings will be conducted and open to the public. However, they will serve only for the opening and reading of the bid price and in no way considered as an award.

WHERE TO SEND BID AND NOTES

12. Please send three (3) signed copies: one (1) original and two (2) copies in a sealed envelope addressed to: City Clerk's Office of Jackson P. O. Box 17, Jackson, MS 39205 or hand delivered to the City

14. As required, write on the outside of the delivery envelope the (entire bid number) and (return address.)
15. Facsimile transmitted bids or other documents are not acceptable.

EMPLOYEE BIDDING

16. It is illegal for any City official, employee and/or immediate family member to serve as a vendor for the City of Jackson. Bidding by city employees is prohibited. It is hereby declared unlawful for any city official to: bid on, sell, or offer for sale any merchandise, services, equipment, material, or similar commodity, during the tenure of his or her employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the City of Jackson. (§ 25-4-105) (Miss Code 1972 as amended)

SUBMITTING A NO BID

17. Submit only one (1) proposal form indicate: "**No Bid**", **(Company's Name/Address)** and **(Sign)**.
18. As required, on the outside of the deliver envelope indicate: **(No Bid)** and **(Entire Bid Number)**. All "**No Bids**" should be submitted on the same scheduled opening date and time to be recorded with all other bids.

CITY OF JACKSON RIGHTS

19. The City reserves the right to waive any general, special conditions and/or minor specification deviation when considered to be in the best interest of the City of Jackson, providing such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors.
The City reserves the right to reject any and all bids. The City reserves the right to waive any and all informalities in respect to any bid submitted. **Bid awards will be made to the lowest and best bidder quoting the lowest net price in accordance with specifications. The award could be according to the lowest cost per item or to the lowest total cost for all items; or to accept all or part of any proposal.** Where it is known prior to advertising that the City's intention is to award according to the lowest total cost for all items, or in some variation thereof, this statement will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation. Delivery time may be considered when evaluating the bid proposal.

VENDOR BID AGREEMENT

20. **One-time bid awards**: must be valid for a minimum of 60 days from the bid opening date.
21. **Term bid awards**: must be valid for the duration of the terms defined in the proposal for each bid. Vendors may not withdraw a bid prior to the end of 60 days or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.

By signing this bid proposal, the vendor agrees to hold the submitted bid price firm for the term of the bid stated. Only if it applies, the vendor understands the estimated quantity stated and amount to be ordered may be over or below the estimated usage stated in the bid. This is not in any way a guaranteed amount to be ordered. A purchase order will be issued by the Purchasing Division for the requested quantity to be ordered from the using department

The vendor should understand their failure to stand behind the agreement could cause a statement of failure to perform to be placed in the company's file and/or the company to be placed on hold with the City of Jackson or the agreement of award to be cancelled. By signing the bid, you understand and agree to all the terms of the bid.

DELIVERY & OTHER COST

This order is to be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within the number of days stated after the receipt of our purchase order. "Note, all cost must be included in the bid price." No additional freight, or fuel cost can be attached to a bid order.

TAXES

SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ANY BID PRICE. THE CITY OF JACKSON ASSUMES NO TAX LIABILITY.

CITY OF JACKSON, MISSISSIPPI

A handwritten signature in dark ink, appearing to be 'M.O.' followed by a long horizontal stroke.

Monica Oliver Manager
Purchasing Division

MO/tn
55063

CITY OF JACKSON, MISSISSIPPI
PROPOSAL FORM

PLEASE RETURN THIS SECTION IN ITS ENTIRETY

NOTICE TO BIDDERS:

FOR DELIVERY OR MAILING INSTRUCTIONS:

1. Submit one (1) original and two (2) copies of your Bid Package.
2. MAILING ADDRESS: City Clerk's Office of Jackson
Post Office Box 17
Jackson, MS 39205
3. DELIVERY ADDRESS: City Clerk's Office of Jackson
219 South President Street
Jackson, MS 39201
4. CENTRAL BIDDING www.centralbidding.com
5. Note the following on the outside of your bid envelope:
Bid No. 55063-010323; to be opened January 3, 2023

In accordance with your Notice of, December 15th & 22nd, 2022, I bid as follows:

Eighteen-Month Supply of Aluminum Sign Blanks

Term: February 1, 2023 & August 31, 2024

NAME OF COMPANY BIDDING _____

The above shall comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

Do not submit prices for more than one product, or the same product per item. Alternate bids are not acceptable, unless submitted in a separate sealed envelope.

This bid must be valid for 60 days after bid opening. If this bid is good for longer than 60 days, then state how long this bid is good for _____.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within _____ days after receipt of your purchase order.

SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ABOVE PRICE.

THE CITY OF JACKSON ASSUMES NO TAX LIABILITY

**BID SUBMITTED BY:
PLEASE TYPE OR PRINT**

**Complete Legal Name
of Bidder:** _____

**Mailing
Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Physical Address, Principal Place of Business: _____

City: _____ **State:** _____ **Zip Code:** _____

Name of Person Submitting Proposal: _____

Signature of Person Submitting Proposal: _____
(Required)

Date: _____, 2022 **E-Mail Address:** _____

Please make sure your E-mail address is a registered active address, because all correspondence is done by E-mail.

Telephone No.: _____ / _____ **Fax No.:** _____ / _____

****The (EBO) Application form must be completed by all vendors and returned with ALL bids. The EBO staff is available at, (601) 960-1856 to assist you with any questions you may have in preparing the EBO Application.**

BID# 55063--010323

**SECTION 1 ESTIMATED QUANTITIES
FLAT ALUMINUM TRAFFIC CONTROL SIGN BLANKS**

Item No.	Quantity	Height (Inches)	Length (Inches)	Shape
1	300	6	12	Rect
2	300	6	18	Rect
3	75	8	24	Rect
4	50	9	14	Rect
5	100	10	24	Rect
6	100	12	12	Square
7	500	12	18	Rect
8	250	12	24	Rect
9	0	12	30	Rect
10	100	12	36	Rect
11	25	15	21	Rect
12	0	15	30	Rect
13	100	18	18	Square
14	500	18	24	Rect
15	0	18	30	Rect
16	50	18	36	Rect
17	0	18	42	Rect
18	50	18	48 *	Rect
19	75	18	60 *	Rect
20	75	18	72 *	Rect
21	100	24	24	Square
22	300	24	30	Rect
23	50	24	36	Rect
24	50	24	42	Rect
25	75	24	48 *	Rect
26	15	24	60 *	Rect
27	15	24	72 *	Rect
28	5	24	84 *	Rect
29	300	30	30	Square
30	50	30	36	Rect
31	10	30	48 *	Rect
32	25	30	60 *	Rect
33	100	36	36	Square
34	10	36	48 *	Rect
35	10	36	60 *	Rect
36	10	40	36	Rect
37	25	48	48 *	Square

FLAT ALUMINUM TRAFFIC CONTROL SIGN BLANKS CONT.

Item No.	Quantity	Height (Inches)	Length (Inches)	Shape
38	0	48	60 *	Rect
39	0	48	72 *	Rect
40	200	24	24	Stop
41	300	30	30	Stop
42	50	36	36	Stop
43	0	48	48 *	Stop
44	1000	4	4	Square
45	25	30	30	Yield
46	25	36	36	Yield
47	0	48	48 *	Yield
48	75	30	30	School
49	75	36	36	School
50	50	30	30	Circle
51	15	36	36	Circle
52	50	24	24	Diamond
53	50	30	30	Diamond
54	50	36	36	Diamond
55	0	48	48 *	Diamond
56	0	0	60 *	Diamond
57	0	30	40	Pennant
58	0	36	48 *	Pennant
59	0	24	24	Interstate
60	0	24	30	Interstate
61	0	15	21	Rect

* All marked items shall be 0.100" thickness, mill finish.

SECTION 2 ESTIMATED QUANTITIES
EXTRUDED ALUMINUM STREET NAME SIGN BLANKS

Item No.	Quantity	Height (Inches)	Length (Inches)	Shape
1	300	9	24	Rect
2	250	9	30	Rect
3	500	9	36	Rect
4	600	9	48	Rect
5	400	9	42	Rect
6	200	9	54	Rect

SECTION 3 ESTIMATED QUANTITIES
FLAT ALUMINUM STREET NAME SIGN BLANKS

Item No.	Quantity	Height (Inches)	Length (Inches)	Shape
1	0	9	24	Rect
2	0	9	30	Rect
3	0	9	36	Rect
4	0	9	42	Rect
5	0	9	48	Rect
6	0	9	54	Rect
7	0	12	30	Rect
8	0	12	36	Rect
9	0	12	42	Rect
10	0	12	48	Rect
11	0	12	54	Rect

All metal for 9" and 12" sign blanks shall be 0.080" thickness.

BID SHEETSBid Number 55063-010323

NOTE: The quantities specified are not actual quantities proposed for immediate purchase, but are simply estimated quantities based upon prior annual purchases by the City. Manufacturer's Unit Prices are requested for all items listed even though a zero (0) quantity may show that there have been no recent purchases.

SECTION 1 – FLAT ALUMINUM TRAFFIC CONTROL SIGN BLANKS

Item No.	Height (Inches)	Length (Inches)	Shape	Unit Price
1	6	12	Rect	
2	6	18	Rect	
3	8	24	Rect	
4	9	14	Rect	
5	10	24	Rect	
6	12	12	Square	
7	12	18	Rect	
8	12	24	Rect	
9	12	30	Rect	
10	12	36	Rect	
11	15	21	Rect	
12	15	30	Rect	
13	18	18	Square	
14	18	24	Rect	
15	18	30	Rect	
16	18	36	Rect	
17	18	42	Rect	
18	18	48 *	Rect	
19	18	60 *	Rect	
20	18	72 *	Rect	
21	24	24	Square	
22	24	30	Rect	
23	24	36	Rect	
24	24	42	Rect	
25	24	48 *	Rect	
26	24	60 *	Rect	
27	24	72 *	Rect	
28	24	84 *	Rect	
29	30	30	Square	
30	30	36	Rect	
31	30	48 *	Rect	
32	30	60 *	Rect	
33	36	36	Square	
34	36	48 *	Rect	
35	36	60 *	Rect	
36	40	36	Rect	
37	48	48 *	Square	

FLAT ALUMINUM TRAFFIC CONTROL SIGN BLANKS CONT'D.

Item No.	Height (Inches)	Length (Inches)	Shape	Unit Price
38	48	60 *	Rect	
39	48	72 *	Rect	
40	24	24	Stop	
41	30	30	Stop	
42	36	36	Stop	
43	48	48 *	Stop	
44	4	4	Square	
45	30	30	Yield	
46	36	36	Yield	
47	48	48 *	Yield	
48	30	30	School	
49	36	36	School	
50	30	30	Circle	
51	36	36	Circle	
52	24	24	Diamond	
53	30	30	Diamond	
54	36	36	Diamond	
55	48	48 *	Diamond	
56	0	60 *	Diamond	
57	30	40	Pennant	
58	36	48 *	Pennant	
59	24	24	Interstate	
60	24	30	Interstate	
61	15	21	Rect	

* All marked items shall be 0.100" thickness, mill finish.

The above will comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within ____ days after receipt of your purchase order.

SECTION 2 - EXTRUDED ALUMINUM STREET NAME SIGN BLANKS

Item No.	Height (Inches)	Length (Inches)	Shape	Unit Price
1	9	24	Rect	
2	9	30	Rect	
3	9	36	Rect	
4	9	48	Rect	
5	9	42	Rect	
6	9	54	Rect	

The above will comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within ___ days after receipt of your purchase order.

SECTION 3 - FLAT ALUMINUM STREET NAME SIGN BLANKS

Item No.	Height (Inches)	Length (Inches)	Shape	Unit Price
1	9	24	Rect	
2	9	30	Rect	
3	9	36	Rect	
4	9	42	Rect	
5	9	48	Rect	
6	9	54	Rect	
7	12	30	Rect	
8	12	36	Rect	
9	12	42	Rect	
10	12	48	Rect	
11	12	54	Rect	

All metal for 9" and 12" sign blanks shall be 0.080" thickness.

The above will comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within ___ days after receipt of your purchase order.

**TRAFFIC ENGINEERING DIVISION
DEPARTMENT OF PUBLIC WORKS
CITY OF JACKSON, MISSISSIPPI**

ALUMINUM SIGN BLANKS

Section 0 - General

Section 1 - Flat Traffic Control Signs

Section 2 - Extruded Street Name Signs

Section 3 - Flat Street Name Signs

TRAFFIC ENGINEERING DIVISION

SPECIFICATIONS FOR ALUMINUM SIGN BLANKS

It is the general intent of these specifications to describe a product for the City of Jackson, Traffic Engineering Division, for the purchase of Aluminum Traffic Control and Street Name Sign Blanks.

SECTION 0 - GENERAL

- 0.1 Purchases: The items specified herein are intended for purchases by the City of Jackson, Mississippi.
- 0.2 Quantities: The quantities specified are not actual quantities proposed for immediate purchase, but are simply estimated quantities. They are, however, reasonable quantity estimates based upon prior annual purchases by the City of Jackson. Unit prices are requested for all items listed even though a zero (0) quantity may show that there have been no recent purchases for several items.
- 0.3 Specifications: Materials provided under this bid shall meet or exceed current applicable ITE and FHWA standards as they relate to aluminum sign blanks, as well as current Mississippi Highway Department specifications. In the event of conflict between these specifications and those named above, the requirements of these specifications shall prevail.
- 0.4 Guarantee with Bid: The Bidder guarantees that the materials offered are new, latest manufacture of regular stock items; and that no item or part has been substituted or applied contrary to the manufacturer's recommendations and standard practice. All materials delivered must be guaranteed against faulty manufacture and workmanship. If faults develop, the Bidder agrees to replace the faulty material. If required, the bidder agrees as a condition of award that he will sign and execute a proper agreement to cover this guarantee. The right is reserved to require the bidders to furnish acceptable proof in the form of certifications that the materials as bid equal or exceed the requirements of these specifications.
- 0.5 Price: The City of Jackson desires to establish firm and guaranteed contract prices for a period of 12 months. The prices quoted shall be net and shall include all transportation and delivery charges prepaid for delivery to the City Department as shown on the purchase order.
- 0.6 Information To Be Furnished With Bid:
All bids shall be submitted on the attached Proposal forms. All costs shall be entered by the Bidder using ink or type. Any corrections shall be struck with a single line and initialed by a corporate officer. All extensions shall be made by the Bidder.

In addition to requirements specified elsewhere concerning bids submitted, each Bidder shall submit the following with their bid:

- ° A technical description of the materials for all products being bid, along with the manufacturer's complete printed product specifications. The information shall be sufficiently detailed to permit the City to properly evaluate the bid.

Failure by the Bidder to supply any or all of the above information, or failure to supply sufficient information to permit evaluation of the Bidder's offering may result in the bid being rejected.

If material offered differs from the provision of these specifications, or if the Bidder wishes to take exception to any items(s) of the specifications, such differences and/or exceptions must be explained in detail in writing and included with the bid document. Such differences and/or exceptions will receive careful consideration if these deviations do not depart from the intent of this document, and are in the best interest of the City of Jackson as interpreted by the City.

0.7 Tax: Bidders are warned not to include any form of Federal Excise Tax in computing their bids. The City will furnish Exemption Certificates for Federal Tax and State Sales Tax.

0.8 Bid Opening: BIDS WILL BE OPENED ON THE DATE AND HOUR AS STATED IN THIS PROPOSAL, AND NO BID RECEIVED AFTER THE DATE AND HOUR AS SET FORTH HEREIN WILL BE ACCEPTED OR CONSIDERED.

Each proposal must be submitted in a sealed envelope, so marked on the outside as to indicate its bid number, description, and opening date and time without the envelope being opened. If forwarded by mail, it must be addressed to the City Clerk's Office of Jackson, P O Box 17, Jackson, Mississippi 39205. If forwarded by other means, it must be delivered directly to the City Clerk's Office of Jackson, 219 South President Street, Jackson, Mississippi 39201. On sealed bid, proposals will be opened promptly and read at the hour and on the date as set forth in this proposal. Bidders and their authorized agents are invited to be present.

0.9 Award: The materials listed are for the specific use of the City of Jackson, Mississippi; and must, therefore, meet the functional requirements and needs of the City. Award of the contract, as determined by the City shall be contingent upon the acceptability of the material proposed by the Bidder to fulfill the performance needs of the City. In the interest of suitability to the needs of the City and/or economy, materials other than the cheapest in price may be selected. The City reserves the right to request and receive for general inspection any one, or more, materials indicated prior to award of bid.

The right is reserved to award this contract to a single overall bidder on all items, or to make awards on the basis of individual items, whichever shall be considered by the City to be most advantageous or constitute its best interest.

- 0.10 Delivery: The material is required as soon as possible after receipt of any order. The time to make delivery as well as a guaranteed date of delivery will be taken into consideration in making award.
- 0.11 Brand Names: Any reference to brand names in this specification is made to aid the Bidder, and indicates more clearly the quality desired; and is not done to limit or restrict the bidding to any particular brand.
- 0.12 Claims: The contractor shall be responsible for all fees or claims for any patented invention used by him, and shall defend any suit that may be brought against the City, and shall hold said City harmless for use or infringement of any patented thing or method used in connection with any article, equipment, material, device or thing furnished or constructed hereunder.
- 0.13 Material Return: Upon written notice by City to the supplier, delivered material(s) not conforming to the specifications, shall be returned at the convenience of the City, and at the expense of the supplier.
- 0.14 Changes: The requirements of these specifications shall be modified only by an amendment made by the City of Jackson in writing.

SECTION ONE (1)

FLAT ALUMINUM TRAFFIC CONTROL SIGN BLANKS SPECIFICATIONS

1.0 Specifications (Metal):

- 1.1 MATERIAL: The metal shall be of ASTM B 209, Alloy 6061-T6 or 5052-H38 aluminum.
- 1.2 THICKNESS: In general, all metal shall be a minimum 0.080 inch thickness, mill finish, or as specified. All signs with one side 48" or longer shall be a minimum 0.100 inch thickness, mill finish.
- 1.3 SURFACE TREATMENT: All surfaces shall be treated by the alodization process or other process to prohibit oxidation of the metal in storage. All surfaces shall be completely free of oil or other materials that would interfere with heat application of reflective sheeting.
- 1.4 DIMENSIONS: The dimensions of any furnished sign or blank shall not deviate by more than one-sixteenth inch (1/16"). All geometric shapes (squares, octagons, etc.) shall not deviate from a perfect shape by more than one-sixteenth inch (1/16").
- 1.5 REQUIRED SIZES AND SHAPES: *FHWA standard corner radii and pre-punched holes are required.* Two (2) extra standard holes shall be punched or drilled for any sign blank thirty-six inches (36") or larger.
- 1.6 FINISH: Aluminum shall be free of buckles, warps, dents, cockles, burrs, ragged breaks or other defects. Cut edges shall be true and smooth. *No sharp or rough edges shall be permitted.* All corners shall be rounded. The surface shall be flat.
- 1.7 **CERTIFICATION: The successful bidder shall be required to submit written certification that the material submitted is in compliance with these specifications with each shipment.**

2.0 DELIVERY AND SHIPMENT

- 2.1 DELIVERY: To be 30 - 45 days after Receipt of Order to:

Traffic Engineering Division
Hawkins Field
Ford Avenue
Jackson, Mississippi 39209

- 2.2 **TWENTY-FOUR (24) HOUR NOTICE IS REQUIRED PRIOR TO DELIVERY.** Notice shall be made to Traffic Engineering Division at (601) 960-1757 between the hours of 8:00 AM to 2:00 PM, Monday thru Thursday.
- 2.3 **Shipments delivered without certification required in 1.7 shall be rejected.**

SECTION TWO (2)

EXTRUDED ALUMINUM STREET NAME SIGN BLANKS SPECIFICATIONS

1.0 Specifications (Metal):

- 1.1 MATERIAL: The metal shall be of ASTM B 221, Alloy 6063-T6 or 5052-H38 aluminum.
- 1.2 THICKNESS: All metal shall be 0.091 inch thickness for the web section and 0.250 inch thickness for the bulb section.
- 1.3 SURFACE TREATMENT: All surfaces shall be treated by the alodization process or other process to prohibit oxidation of the metal in storage. All surfaces shall be completely free of oil or other materials that would interfere with heat application of reflective sheeting.
- 1.4 DIMENSIONS: The dimensions of any furnished sign or blank shall not deviate by more than one-sixteenth inch (1/16"). The shape shall not deviate from a perfect rectangle by more than one-sixteenth inch (1/16").
- 1.5 REQUIRED SIZES AND SHAPES: Blanks shall have four (4) pre-punched or drilled three eighths inch (3/8") holes spaced three and a half inches (3 1/2") apart located in the center of the web section (both top and bottom).
- 1.6 FINISH: Aluminum shall be free of buckles, warps, dents, cockles, burrs, ragged breaks or other defects. Cut edges shall be true and smooth. *No sharp or rough edges shall be permitted.* All corners shall be rounded. The surface shall be flat.
- 1.7 CERTIFICATION: The successful bidder shall be required to submit written certification that the material submitted is in compliance with these specifications with each shipment.

2.0 DELIVERY AND SHIPMENT

- 2.1 DELIVERY: To be 30 - 45 days after Receipt of Order to:
Traffic Engineering Division
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- 2.2 **TWENTY-FOUR (24) HOUR NOTICE IS REQUIRED PRIOR TO DELIVERY.** Notice shall be made to Traffic Engineering Division at (601) 960-1757 between the hours of 8:00 AM to 2:00 PM, Monday thru Thursday.
- 2.3 Shipments delivered without certification required in 1.7 shall be rejected.

SECTION THREE (3)

FLAT ALUMINUM STREET NAME SIGN BLANKS SPECIFICATIONS

1.0 Specifications (Metal):

- 1.1 MATERIAL: The metal shall be of ASTM B 209, Alloy 6061-T6 or 5052-H38 aluminum.
- 213`1.2 THICKNESS: All metal for 9" and 12" sign blanks shall be 0.080" thickness, mill finish.
- 1.3 SURFACE TREATMENT: All surfaces shall be treated by the alodization process or other process to prohibit oxidation of the metal in storage. All surfaces shall be completely free of oil or other materials that would interfere with heat application of reflective sheeting.
- 1.4 DIMENSIONS: The dimensions of any furnished sign or blank shall not deviate by more than one-sixteenth inch (1/16"). The shape shall not deviate from a perfect rectangle by more than one-sixteenth inch (1/16").
- 1.5 REQUIRED SIZES AND SHAPES: *Blanks shall have standard FHWA corner radii. Nine-inch and 12" sign blades shall have six (6) pre-punched or drilled three eights inch (3/8") holes (four located in corners, 1 inch from side and 1 1/2 inch from top and bottom and two located in center of sign 1 1/2 inch from top and bottom).*
- 1.6 FINISH: Aluminum shall be free of buckles, warps, dents, cockles, burrs, ragged breaks or other defects. Cut edges shall be true and smooth. *No sharp or rough edges shall be permitted.* All corners shall be rounded. The surface shall be flat.
- 1.7 CERTIFICATION: The successful bidder shall be required to submit written certification that the material submitted is in compliance with these specifications with each shipment.

2.0 DELIVERY AND SHIPMENT

- 2.1 DELIVERY: To be 30 - 45 days after Receipt of Order to:

Traffic Engineering Division
Hawkins Field
Ford Avenue
Jackson, Mississippi 39209

- 2.2 **TWENTY-FOUR (24) HOUR NOTICE IS REQUIRED PRIOR TO DELIVERY.** Notice shall be made to Traffic Engineering Section at (601) 960-1757 between the hours of 8:00 AM to 2:00 PM, Monday thru Thursday.
- 2.3 **Shipments delivered without certification required in 1.7 shall be rejected.**

CITY OF JACKSON, MISSISSIPPI

Chokwe Antar Lumumba
Mayor

EQUAL BUSINESS OPPORTUNITY (EBO)
PLAN APPLICATION

Department of Planning and Development
Office of Economic Development

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY ORDINANCE

LEGAL NOTICE

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a *completed and signed* Equal Business Opportunity (EBO) Plan Application with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Division of Equal Business Opportunity at 960-1856. Copies of the EBO Ordinance, EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 200 South President Street, Suite 223, Jackson, Mississippi.



(EBO FORM 6-1-09)

EQUAL BUSINESS OPPORTUNITY SPECIAL NOTICE TO BIDDERS

POLICY

The City of Jackson is committed to the principle of non-discrimination in public contracting. Therefore, the City of Jackson requests that prospective vendors and contractors carefully examine their method of selecting subcontractors and suppliers, to ensure that they are not either actively, or passively, discriminating against MBEs and FBEs. As a bidder seeking to do business with the City of Jackson, you are expected to adhere to a policy of non-discrimination, and to make the maximum practicable effort to ensure that historically underutilized firms are given an opportunity to participate in the performance of contracts financed in whole, or in part, with city funds.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- (1) **"African American Business Enterprise (AABE)"** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more African Americans, and certified as such by the Division of Business Development.
- (2) **"Asian American Business Enterprise (ABE)"** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more Asian Americans, and certified as such by the Division of Business Development.
- (3) **"Hispanic Business Enterprise (HBE)"** shall mean a business that is an independent and continuing enterprise for profit performing a commercially useful function and is owned and controlled by one or more Hispanics, as defined in section 127-4 (7), and certified as such by the Division of Business Development.
- (4) **"Minority Business Enterprise (MBE)"** shall mean a business which is an independent and continuing operation for profit, performing a commercially useful function, and is owned and controlled by one or more minority group members, as defined in Sections 1, 2 and 3, which group has been determined to have suffered discrimination requiring amelioration and is certified as such by the City.
- (5) **"Female Business Enterprise (FBE)"** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more females, and certified as such by the Division of Business Development.

OBLIGATION

The Contractor and any Subcontractor shall take all necessary and reasonable steps to ensure that MBEs and FBEs have a maximum opportunity to compete for and participate in the performance of any portion of the work included in this contract and shall not discriminate on the basis of race, color, national origin or sex. If it is determined that there is a significant underutilization of MBEs and FBEs, the Equal Business Opportunity Officer is empowered, pursuant to section 127-8 of the Equal Business Opportunity Ordinance, to conduct an investigation to determine the reasons for the underutilization.

GOALS

The goals for participation by MBEs and FBEs are established by the Equal Business Opportunity Ordinance of the City of Jackson. The Contractor shall exercise all necessary and reasonable steps to ensure that participation meets or exceeds the contract goals. The goals may be attained by subcontracting to, procuring materials from, and renting equipment from MBEs and FBEs. (See Subcontractor/Supplier Participation guidelines below.)

The Equal Business Opportunity participation goals are as follows:

PROCUREMENT CATEGORY	Asian (ABE)	African-American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services	0.16	8.67	0.00	0.00	1.96
Construction	0.00	12.41	0.37	0.00	4.89
Goods & Non-Professional Services	0.04	6.78	0.02	0.00	3.03

Those portions of the contract that are proposed for MBEs and FBEs in the response to this bid shall be listed on the attached Equal Business Opportunity Plan Application.

For specific information about the Equal Business Opportunity Plan, please contact the Office of Economic Development at (601) 960-1638.

Contractors may employ AABEs, HBES, ABEs or FBEs to meet the applicable project goals through various methods, as follows:

A. Subcontractor Participation

- (i) Where a prime contractor utilizes one or more subcontractors to satisfy its equal business opportunity commitment, the prime contractor may count toward its EBO Plan only expenditures to MBE (AABE, HBE, or ABE) or FBE contractors that perform a commercially useful function in the work of the contract.
- (ii) An MBE or FBE subcontractor is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. In determining whether an MBE or FBE subcontractor, is performing a commercially useful function, factors, including but not limited to the following, will be considered:
 - (a) The amount of work subcontracted;
 - (b) The type of prime contract;
 - (c) Whether the business has the skill and expertise to perform work for which it is being/has been certified;
 - (d) Whether the business actually performs, manages and supervises the work for which it is being/has been certified; and
 - (e) Whether the business purchases goods and/or services from a non-minority/women*s business enterprise and simply resells goods to the city, city contractor, or other person doing business with the city for the purpose of allowing those goods to be counted towards fulfillment of minority/women*s business enterprise utilization goals.
 - (f) Standard industry practices.
- (iii) Consistent with standard industry practices, an MBE or FBE subcontractor may enter into second tier subcontracts. If an MBE or FBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-minority, non-female owned firm than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or FBE subcontractor is not performing a commercially useful function.

B. Suppliers Participation

Where a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, in whole or in part, the MBE or FBE supplier participation may be credited towards the applicable goal as follows:

- (i) 100 percent of the contract amount for MBE or FBE suppliers who manufacture the goods supplied.
- (ii) 100 percent of the contract amount for MBE and FBE suppliers who are wholesalers warehousing the goods supplied or who are manufacturers* representatives, provided that only 25 percent of the applicable MBE or FBE goal may be attained by non-manufacturing supplier contracts to MBEs or FBEs.
- (iii) For those contracts where an extraordinarily large proportion of the contract price is for equipment or supplies, a lower project goal may be set than otherwise would be required, or the 25 percent limit for suppliers may be increased, or a combination of these two methods may be utilized.

C. Joint Ventures and Mentor-Protégé Programs

- (i) The Division of Equal Business Opportunity shall encourage, where economically feasible, establishment of joint ventures and mentor protégé programs to ensure prime contracting opportunities for African American, Hispanic, Asian American, Native American and Female Business Enterprises on all eligible projects over \$10,000,000.00. Even if the prime itself is a MBE, joint venture between prime contractors and MBEs shall be required on all projects exceeding ten million dollars (\$10,000,000.00).
- (ii) Where a contractor engages in a joint venture to satisfy its Equal Business Opportunity Commitment, the Equal Business Opportunity Officer shall review and approve all contractual agreements regarding:
 - (a) The initial capital investment of each venture partner;
 - (b) The proportional allocation of profits and losses to each venture partner;
 - (c) The sharing of the right to control the ownership and management of the joint venture;
 - (d) Actual participation of the venture partners in the performance of the contract;
 - (e) The method of and responsibility for accounting;
 - (f) The methods by which disputes are resolved; and
 - (g) Other pertinent factors of the joint venture.

On the basis of these factors, the Equal Business Opportunity Officer shall determine the degree of AABE, HBE, ABE, or FBE participation resulting from the joint venture that may be credited towards the applicable EBO goals of the project.

The bidder or offeror shall provide the Equal Business Opportunity Officer access to review all records pertaining to joint venture agreements before and after the award of a contract reasonably necessary to assess compliance with this policy.

The Equal Business Opportunity Program also encourages Mentor-Protégé programs to assist African American, Hispanic, Asian American, and Female business enterprises in financing, bonding, construction management and technical assistance. Mentor-Protégé agreements will be reviewed by the Equal Business Opportunity Officer for final approval of the following terms of each agreement:

- (a) Type of technical assistance to be provided by mentor;
- (b) Rights and responsibilities of each mentor and protégé contracting activity;
- (c) The specific duration of the agreement;
- (d) The amount of participation by the protégé that may be credited toward the applicable EBO goal.

EQUAL BUSINESS OPPORTUNITY PLAN

In accordance with Section 127-13(1) of the City of Jackson's Equal Opportunity Ordinance, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity Plan with bid submission. Such plan should be titled "Equal Business Opportunity Plan (EBO Plan)" and should include the following:

- A. Names, addresses and contact persons of each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise to be used in the contract.
- B. The type of work or service each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise will perform.
- C. The dollar value of the work or service to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.
- D. Scope of the work to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.

Waiver

If the EBO Plan does not meet the project goals, the bidder or offeror must seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals must include full documentary evidence of the bidder's or offeror's good faith efforts (*see EBO Plan Application*) to meet the project goals and why the request for waiver should be granted. The application shall be in writing and submitted as a part of the bid or offer. It should include a narrative, affidavits and/or exhibits which verify the actions taken by the bidder or offeror to meet the goals.

Replacement

If a MBE/FBE Subcontractor cannot perform satisfactorily, the Contractor shall take all necessary reasonable steps to replace the Subcontractor with another MBE/FBE Contractor. All MBE/FBE replacements must be approved by the EBO Review Committee and the Department. (*See EBO Plan Application*)

To demonstrate necessary reasonable efforts to replace any Subcontractor that is unable to perform successfully, the Contractor must document steps taken to subcontract with another MBE/FBE Contractor.

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY PLAN
APPLICATION

I. Company Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Telephone: (_____) _____
E-mail: _____

II. Bid Name and Number: _____

III. PROPOSED MINORITY AND/OR FEMALE SUBCONTRACTORS: **(SEE ATTACHMENTS)**
If a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, all MBE or FBE supplier participation will be credited in accordance to Section 127-13-1(B) of the EBO Ordinance.

IV. Total Bid Amount: \$ _____

V. WAIVER REQUESTED ... ☐ *(If you fail to meet either or all of the EBO Participation Goals, check this box and follow the directions below to provide the required ***WAIVER STATEMENT***. The "Waiver Statement" should be submitted on company letterhead to the EBO Officer.)*

*** The bidder/offoror shall provide the following as evidence of its good faith efforts and will be evaluated on the same:**

- (a) Copies of written notification to MBEs and FBEs soliciting their participation as a subcontractor.
- (b) Evidence of efforts made to divide the work into economically feasible units in order to increase the likelihood of meeting the EBO participation goals.
- (c) Evidence of efforts made to negotiate with MBEs and/or FBEs, including, at a minimum:
 - 1. The names, addresses, and telephone numbers of the MBE and FBEs who were contacted.
 - 2. A description of the information provided to MBEs and FBEs regarding the plans and specifications for portions of the work to be performed.
 - 3. A statement of reasons why additional agreements with MBEs and FBEs, if needed to meet the stated goals, were not reached.
 - 4. Evidence of efforts made to assist the MBEs and FBEs contacted who need assistance in obtaining bonding and insurance which the bidder or offeror requires.

5. For each MBE and FBE contacted which the bidder or offeror considered to be not qualified, include a written statement of the reasons for the bidder's or offeror's conclusion.
6. Written quotes solicited from all MBEs and FBEs seeking subcontract work with Prime Contractors at the time of the bidding.
7. A statement with supporting documentation and affidavits indicating whether the offeror has used MBEs and/or FBEs as joint venture partners or subcontractors in past or present private sector contracts in Jackson.

**If you are unable to locate an MBE/FBE, please contact the Business Development Division at (601) 960-1055.*

VI. Minority and Female Business Enterprise Actual Participation for this Bid/Offer/Proposal:

(Please list your MBE and FBE Project Participation percentages (%) in the Table below.)*

PROCUREMENT CATEGORY	Asian (ABE)	African- American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services					
Construction					
Goods & Non-Professional Services					

VII. REPLACEMENT OF MBE/FBE

If an MBE or FBE is not performing satisfactorily, it is the responsibility of the Prime Contractor to notify the EBO Office immediately both in writing and by phone. All MBE/FBE replacements must be approved by the Equal Business Opportunity Review Committee (EBORC). If these steps are not taken this will result in penalties as outlined in Section 127-19 of the EBO Ordinance.

VIII. CERTIFICATION

I certify, under penalties of perjury, that the information contained in this Equal Business Opportunity Plan Application is true and accurate to the best of my knowledge, and that my company fully intends to utilize all MBEs and FBEs listed if awarded the proposed project and/or service and abide by all EBO guidelines.

Authorized Signature and Title

Date

PRINT "AUTHORIZED" NAME HERE: _____

EQUAL BUSINESS OPPORTUNITY PLAN APPLICATION -- ATTACHMENT

Proposed Minority/Female Business Enterprise Firms

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

_____ Female (FBE)

_____ African-American (AABE)

_____ Asian (ABE)

Contact Person: _____

_____ Hispanic (HBE)

_____ Native American (NABE)

Telephone Number: _____

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor

_____ Supplier

_____ Joint Venture

_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

_____ Female (FBE)

_____ African-American (AABE)

_____ Asian (ABE)

Contact Person: _____

_____ Hispanic (HBE)

_____ Native American (NABE)

Telephone Number: _____

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor

_____ Supplier

_____ Joint Venture

_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

_____ Female (FBE)

_____ African-American (AABE)

Contact Person: _____

_____ Asian (ABE)

_____ Hispanic (HBE)

Telephone Number: _____

_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor

_____ Supplier

_____ Joint Venture

_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

_____ Female (FBE)

_____ African-American (AABE)

Contact Person: _____

_____ Asian (ABE)

_____ Hispanic (HBE)

Telephone Number: _____

_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor

_____ Supplier

_____ Joint Venture

_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %